

215.40

Income Eligibility

Overview

Introduction Applicants for the WIC Program must meet income eligibility criteria based on 185 percent of the current Federal Poverty Income Guidelines.

Suggested sequence The suggested sequence on how to proceed when determining income eligibility is described in the table below.

Stage	Description
1	Determine household size.
2	Assess adjunctive income eligibility. <ul style="list-style-type: none">• If <u>yes</u>, require documentation of adjunct program participation, accept verbal declaration of monthly income, and document income eligibility.• If <u>no</u>, go to next step.
3	Identify sources of income for the household, require documentation and record proof.
4	Compare total income to income guidelines. <ul style="list-style-type: none">• If <u>eligible</u>, proceed with certification.• If <u>over income guidelines</u>, issue a Notice of Ineligibility. See policy 215.08 for more information about issuing a Notice of Ineligibility vs. a Notice of Termination.

Guidelines See Policy 215.39 for the current guidelines based on household size.

Using a previous determination It is not always possible or reasonable to certify all family members on the same day or even in the same month. It is acceptable to use a previous income determination if it was completed within 30 days.

For more information Policies 215.41 through 215.46 provide detailed information about the income determination procedure.

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